



ATTACHMENT A



Public Records Request Form - City of Gillette  
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City of Gillette  
201 East 5th Street  
P.O. Box 3003  
Gillette, WY 82717

City of Gillette Fee Schedule (as of February, 2012)

The City may charge reasonable fees for copies, printouts or photographs of public records. A fee schedule was adopted on February 5, 2012 – Resolution No. 2354 (Attachment A).

The fee schedule is not applicable for brochures, handouts, newsletters, or other items designed for mass distribution, which will be made available free of charge. It is also not applicable to the copying/production of documents for interdepartmental use.

Signature (requests will not be processed without a signature)

I understand there may be charges for the duplication of these records. I agree to pay all applicable fees and charges for the requested information as identified in the above-referenced fee schedule, or any cost to contract out duplication services. Payment must be received before the request will be released. The City of Gillette does not accept out of town checks, debit or credit cards.

Signature \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY, DO NOT WRITE BELOW THIS LINE

Request Approved:

Date Received: \_\_\_\_\_

Date Request Completed: \_\_\_\_\_

Approval of Release of Records:

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Summary of Fees:

\$ _____	\$ _____	\$ _____	
\$ _____	\$ _____	\$ _____	
\$ _____	\$ _____	\$ _____	
\$ _____	\$ _____	\$ _____	<b>TOTAL</b>
			\$ _____

Request Denied:

Date Received: \_\_\_\_\_

Date Request Denied: \_\_\_\_\_

Denial of Release of Records:

Signature \_\_\_\_\_

Date: \_\_\_\_\_

The City of Gillette is denying inspection or copying of these records. Access is denied pursuant to Wyoming State Statutes §16-4-201 (a) (v) to §16-4-204, attached to this form. This statute has identified this information as non-disclosable.

Reason for withholding: